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# Youth Employability Skills Network

Associate Cooperative Agreement  
Award 165-A-00-10-00106-00

**Quarterly Report for the Period  
October 1 through December 31, 2010**

Submitted by:  
**Education Development Center**



Submitted to:  
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## Acronyms

<b>AOTR</b>	Agreement Officer's Technical Representative
<b>AWP</b>	Annual Workplan
<b>COP</b>	Chief of Party
<b>DCOP</b>	Deputy Chief of Party
<b>DOCS</b>	Development, Outreach and Communication Specialist
<b>EDC</b>	Education Development Center Inc.
<b>FAM</b>	Financial and Administrative Manager
<b>HICD</b>	Human and Institutional Capacity Development
<b>PMP</b>	Performance Monitoring and Evaluation Plan
<b>RFO</b>	Regional Field Offices
<b>SOIM</b>	Skopje Office and Information Manager
<b>SOM</b>	Skopje Office Manager
<b>USAID</b>	United States Agency for International Development
<b>YES</b>	Youth Employability Skills Network

## Executive Summary

The YES Network program commenced with the signing of the Associate Cooperative Agreement (Award 165-A-00-10-00106-00) by the Education Development Center (EDC) with the United States Agency for International Development in Macedonia (USAID) on September 30, 2010.

Attention was primarily focused on starting up the office and hiring administrative and financial staff. Announcement of vacancies at the EDC YES Network for nine positions – six at the main office in Skopje and three in the Regional Field Offices (RFO) – attracted some 600 applicants.

The Senior Project Director (SPD), the International Project Manager (IPM) both from EDC offices in the United States, along with the Chief of Party (COP) who had traveled from Cyprus where he was closing a USAID funded Human and Institutional Capacity Development (HICD) were present in Macedonia during some part of the first three weeks of November. Recruitment commenced with interviewing applicants for the Deputy Chief of Party (DCOP) position and, concomitantly, individuals who were applying for the Financial and Administrative Manager (FAM) vacancy and the Skopje Office Manager (SOM) post. Some of the DCOP candidates were also interested in being considered for the Senior Technical Specialist opportunities. During the first week of November a number of top candidates were selected to enter into further discussions. By the end of the month the FAM and the SOM position had been offered to the top rated individuals who accepted.

In the weeks following the COP's arrival at post (November 29, 2010) discussions between the Agreement Officer's Technical Representative (AOTR) and the EDC COP determined that the recruiting for DCOP position be temporarily suspended until such a time when a clear and comprehensive definition of duties, responsibilities, authorities and level of effort would have been defined by the program. Similarly, resulting from ongoing deliberations at USAID regarding the Mission budget, the process for filling the Senior Technical Specialist – Public and Private Partnership position was temporarily placed on hold. The originally defined Regional Field Office Manager position job descriptions were determined to be in need of revision as their role expanded into one which field representational functions become more relevant to the local YES Network mission than managing and office.

Regular bi-weekly meetings between the AOTR and the COP covered program matters in particular elements of the Annual Workplan (AWP) and the Performance Monitoring and Evaluation Plan (PMP). These were both submitted as drafts towards the end of the quarter.

During November and, in a more concentrated fashion, through December the staff worked on completing EDC's re-registration process which was achieved by the third week of December. During the same week YES opened bank accounts and proceeded to make determinations

regarding the amount of wire transfers needed to cover actual and projected start-up costs as the project moved into the final weeks of the first quarter. Suppliers of office equipment and furnishings were requested to provide offers. Further recruitment will take place during the second quarter and field activities will commence.

## 1.1 Program Activities and Outcomes

- During the course of regular discussions with the USAID AOTR it was mutually decided the DCOP position would not be filled during the first year of the project owing to the fact that services provided by an individual in this position would not be needed.
- Also, during discussions with USAID it was determined that in order to maximize the potential for sustainability Socio-Economic Councils would be promoted as the vehicles for the public-private dialogue dimension because of the greater likelihood that these would continue to function after the project ended direct support.
- Courtesy visits were paid to the YES Foundation and to the Mladiinfo youth servicing NGO to learn of their activities and possible involvement with the YES Network project.
- A draft version of the YES Network Annual Workplan (AWP) was submitted to USAID at the end of December.
- A draft version of the Performance Monitoring Plan (PMP) was submitted to USAID at the end of the quarter.

## 2.1 Administration Activities and Outcomes

- The COP of the YES Network program arrived from Cyprus to take up the position full-time as of November 29, 2010.
- During late October an advertisement was placed in the local press and on the web indicating vacant positions for the Deputy Chief of Party; Senior Technical Specialists in the fields of public and private partnership, labor markets and technical and vocational education; Monitoring and Evaluation Specialist and Office Managers for the three field offices which will be established in Tetovo/Gostivar, Bitola/Prilep and Strumica/Stip. All told almost 600 applications were received for the 9 vacancies.
- Candidates for all positions other than the regionally located and based Office Managers were interviewed during the beginning of November and during December.
- Names of preferred candidates for the Senior Technical Specialists and M&E positions were submitted for approval to USAID.

- The Finance and Administrative Manager (FAM) and the Skopje Office and Information Manager (SOIM) joined EDC during December. This latter position has evolved from the Skopje Office Manager (SOM) position originally envisioned since it was determined that the quality of informational materials and messages would likely be higher when produced by an individual who has a stake in the YES Network program because she is an employee rather than a short-term and temporary contracted service provider.
- EDC office has been set up in an office space of its own and operating currently with limited resources as the project for the delivery of purchased furnishings and equipment.
- EDC Skopje was registered as the branch office of EDC USA on December 22, 2010.
- Bank accounts were opened on December 23, 2010.
- Furniture and Equipment suppliers were selected and office furniture and equipment to be ordered. The bid comparisons for suppliers of office supplies, fire extinguishers and safe were started and will be finalized.
- Cell phone and land line providers have been reviewed and selected.
- Basic Financial and HR/Administrative policies and procedures were established.
- Office computer network configuration – the Local Area Network determined and will be installed.
- Financial and HR/Administrative policies and procedures manual has been developed in draft form and is to be reviewed and adapted to reflect Macedonian Labor Laws and customary practices.
- EDC local employees to be registered with the Employment Agency and other obligatory funds and institutions.
- Office and Information Manager will work with USAID Development, Outreach and Communication Specialist (DOCS) to discuss the Information Officer responsibilities, upcoming activities and EDC/YES marketing plan.

